



CITY OF LOWELL DOWNTOWN DEVELOPMENT AUTHORITY THURSDAY, JANUARY 10, 2019 12 NOON AT LOWELL CITY HALL COUNCIL CHAMBERS SECOND FLOOR 301 EAST MAIN STREET

- 1. CALL TO ORDER; ROLL CALL
- 2. APPROVAL OF THE AGENDA
- 3. MEETING DATES
- 4. APPROVAL MINUTES OF PREVIOUS MEETING(S)
 - a) October 11, 2018
- 5. TREASURER'S REPORT
- 6. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
- 7. OLD BUSINESS
 - a) Midwest Sculpture Initiative
- 8. NEW BUSINESS
 - a) Decorative Fencing for Light and Power
 - b) Update on Unity School
- 9. REPORTS AND MEMBER COMMENTS
- **10**. ADJOURNMENT

LOWELL DOWNTOWN DEVELOPMENT AUTHORITY



MEMORANDUM

DATE: January 9, 2018

TO: Downtown Development Authority Board of

Directors

FROM: Michael T. Burns, City Manager

RE: Meeting Dates

The 2019 Meeting Dates (as needed) are as follows:

- January 9, 2019
- No February Meeting
- March 7, 2019
- April 11, 2019 Informational Meeting
- May 9, 2019
- June 6, 2019
- July 11, 2019
- August 8, 2019
- September 5, 2019
- October 10, 2019 Informational Meeting
- November 7, 2019
- December 5, 2019

OFFICIAL PROCEEDINGS OF THE

DOWNTOWN DEVELOPMENT AUTHORITY

OF THE

CITY OF LOWELL

THURSDAY, OCTOBER 11, 2018

1. CALL TO ORDER; ROLL CALL

The Meeting was called to order at 12:00 p.m. by Chair Reagan.

Present:

Boardmembers Cliff Yankovich, Rita Reister, Mike Larkin, Rick Seese, Dean Lonick, April

McClure and Chair Jim Reagan.

Absent:

Boardmembers Brian Doyle and Mike Devore.

Also Present: City Manager Mike Burns, City Clerk Susan Ullery, DPW Director Rich LaBombard, Chief of

Police Steve Bukala, Andy Moore with William & Works.

2. EXCUSE OF ABSENSES

IT WAS MOVED BY LONICK and seconded by YANKOVICH to excuse the absence of Brian Doyle and Mike Devore.

YES:

7. NO:

0. ABSENT:

2.

MOTION CARRIED.

3. APPROVAL OF THE AGENDA

IT WAS MOVED BY YANKOVICH and seconded by MCCLURE to approve the agenda as written.

YES:

7. NO:

0. ABSENT:

2.

MOTION CARRIED.

4. APPROVAL OF THE MINUTES

IT WAS MOVED BY REISTER and seconded by LARKIN to approve the minutes of the September 06, 2018 meeting as written.

YES:

7.

NO:

0 ABSENT:

2

MOTION CARRIED.

5. TREASURER'S REPORT

DOWNTOWN DEVELOPMENT AUTHORITY FUND FINANCIAL STATEMENT October 8, 2018

Beginning Balance:

\$273,118.62

Revenue:

TIFA Revenue

\$458,273.08

PPT Reimbursement

Total Revenues

\$731,391.70

Expenditures:

Capital Outlay

| Salaries/FICA Maintenance Supplies Utilities Misc. and Community Promotions Accrued Wages | \$12,723.95 \$13,259.50 \$3,771.05 \$2,180.47 \$2,454.14 |
|---|--|
| Accrued Wages Administration Accrued Payables | \$2,454.14 \$4,121.41 \$10,195.92 |

Transfer to General Fund

Total Expenditures: \$48,706.44

Ending Balance \$682,685.26

IT WAS MOVED BY LONICK and seconded by YANKOVICH to accept the Treasurer's Report as submitted.

YES:

- 7. NO:
- 0. ABSENT:
- 2. MOTION CARRIED.

6. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA.

There we no public comments.

OLD BUSINESS

a. <u>Downtown Master Plan.</u>

Andy Moore with William & Works spoke and City Manager Mike Burns stated that since receiving the walkability study report, they have been working on tying in many of those recommendations to the Master Plan. Moore presented his revisions to the master plan for DDA Councilmembers to review and then recommended to Council. Burns added that he recommends Council look at enhancing the rear side of downtown buildings as an action strategy and utilize the South River Walk as a very important piece to enhance the downtown (a splash pad if possible) should also be considered.

NEW BUSINESS

Recreation Park Study.

City Manager Mike Burns stated in this year's budget, funds were budgeted for a feasibility study of the future use of Recreation Park once the Kent County Youth Fair vacates to their new location. I reached out to our Consultant, Williams and Works, to submit a proposal to us for this study and to do this in phases. The first Phase would be for the background with City administration and other key representatives regarding the property. We would begin a community outreach phase where we can look at different options including a charrette. We would then take the information from those engagements and utilize toward designing a plan. After this, we would finalize the plan and take steps to begin implementation once the KCYF leaves. Total Project cost is \$10,000 without a design charrette and \$13,500 if we hold a design charrette. It may be the best option to hold one as an opportunity to seek a greater input.

IT WAS MOVED BY YANKOVICH and seconded by DEVORE to approve the Downtown Development Authority partner with William and Works to conduct a feasibility plan for the future use of Recreation Park not to exceed \$13,500.

| | | YES: | 8.0 | NO: | 0. | ABSENT: | 1. | MOTION CARRIED. |
|----|---------|------------------------------|-----------------|---|-------------------------|---|-----------------------|--|
| | | Councilmember | : Cliff Ya | ankovich left at 1 | 2:45. | | | |
| | b. | Christmas Mark | eting. | | | | | |
| | | | | amber of Comm | | oke regarding the Christi | mas in I | Lowell marketing funds and |
| | | IT WAS MOVE Chamber of Co | ED BY I | DEVORE and se at a cost not to e | econded l exceed \$6 | by DOYLE to provide a s i,450 for the Christmas in | sponsors Lowell 1 | hip to the Lowell Area marketing sponsorship. |
| | | YES: | 7.0 | NO: | 0. | ABSENT: | 2. | MOTION CARRIED. |
| | c. | Marketing. | | | | | | |
| | | Chamber of Co | mmerce | mber of Comme e, this year reques Year 2019 budge | sting \$40, | e regarding the annual ma 000 in sponsorship. An i | rketing f ncreased | unds requests for the amount was provided for |
| | | IT WAS MOV Chamber of Co | ED BY mmerce | DEVORE and s at a cost not to o | econded exceed \$4 | by DOYLE to provide a 10,000 for their annual ma | sponsor arketing. | ship to the Lowell Area |
| | | YES: | 7.0 | NO: | 0. | ABSENT: | 2. | MOTION CARRIED. |
| 9. | RE | PORTS AND | MEMB | ER COMMEN | TS | | | |
| | | ferent | e Larkin | asked how MDO | OT decip | hers the speed limits, bur | mp outs, | speed signs, etc. for |
| | IT | WAS MOVED | BY DEV | ORE and secon | ided by R | EISTER to adjourn at 1: | 10 p.m. | |
| | YE | S: | 7. | NO: | 0 | ABSENT: | 2. | MOTION CARRIED. |
| | Da | te: | | | | APPROVED: | | |
| | Jan | nes E. Reagan, Cl | hair | | | Susan Ullery, C | City Clerk | <u> </u> |

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Pag

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| 10/11/2018 | GEN | 71931 | LOWELL LIGHT & POWER | LIGHT MAI | | | ** VOIDED ** |
| | | | | ELECTRIC STATEMENTS | | | ** VOIDED ** |
| 10/11/2018 | GEN | 71943 | SELF SERVE LUMBER | ACCOUNT STATEMENT | 930.000 | 463 | 30.26 |
| 10/16/2018 | GEN | 71962 | PETTY CASH | PETTY CASH 10/16/2018 PETTY CASH 10/16/2018 | 880.000 | 740 | 9.84 |
| | | | | CHECK GEN 71962 TOTAL | | | 54.02 |
| 10/17/2018 | GEN | 71964 | LOWELL LIGHT & POWER | INVOICES 3192,3193 & ELECTRIC STMTS INVOICES 3192,3193 & ELECTRIC STMTS CHECK GEN 71964 TOTAL | 920.000 | 463 | 134.00 567.43 |
| 10/25/2018 | GEN | 71988 | KERKSTRA PORTABLE, INC. | PORTABLE RESTROOM – FLAT RIVER BOAT LAUNCH | 802.000 | 463 | 190.00 |
| 10/25/2018 | GEN | 71999 | SCHOLTEN LANDSCAPE MAINTENANCE | EARLY SPRING APPLICATION DDA | 802.000 | 463 | 355.00 |
| 11/02/2018 | GEN | 72026 | EVERGREEN UNDERGROUND, INC. | VETERANS PARK R & M | 930.000 | 463 | 1,210.00 |
| 11/02/2018 | GEN | 72043 | LOWELL LIGHT & POWER | ACCESS POINT/ST LIGHT R&M ELECTRIC STATEMENTS | 920.000 | 4 63 4 63 | 605.13 |
| | | | | CHECK GEN 72043 TOTAL | | | 1,238.86 |
| 11/08/2018 | GEN | 72062 | PETTY CASH | COMMUNITY PROMOTION | 880.000 | 740 | 8.77 |
| 11/16/2018 | GEN | 72066 | BERNARDS ACE HARDWARE | STATEMENT OF ACCOUNT | 740.000 | 463 | 6.49 |
| 11/16/2018 | GEN | 72079 | GREATER LOWELL CHAMBER FOUND. | 2018-19 COMMUNITY WIDE MARKETING PLAN | 880.000 | 740 | 40,000.00 |

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| Fund: 248 DC 11/16/2018 | OWNTOWN | DEVELOPMEN 72088 | DOWNTOWN DEVELOPMENT AUTHORITY GEN 72088 LOWELL AREA CHAMBER | CHRISTMAS FESTIVITIES & PARADE | 880.000 | 740 | 6,45 | 6,450.00 |
| 11/16/2018 | GEN | 72107 | SELF SERVE LUMBER | ACCOUNT STATEMENT | 740.000 | 463 | 1 | 15,38 |
| 11/16/2018 | GEN | 72114 | THE VERDIN COMPANY | STREET CLOCK 2019 MAINTENANCE AGREEMENT | 930.000 | 463 | 63 | 630.00 |
| 11/29/2018 | GEN | 72126 | AC DESIGN, LLC | REPAINTED N & S SIGNS | 930.000 | 463 | 1,53 | 1,530.00 |
| 11/29/2018 | GEN | 72139 | HOMETOWN DECORATION AND DISPLAY | HOLIDAY DECORATIONS - DDA | 880.000 | 740 | 4,88 | 4,884.00 |
| 11/29/2018 | GEN | 72142 | KING MILLING COMPANY | TAXES ON PARKING LOTS | 955.000 | 463 | 1,78 | 1,788.90 |
| 12/12/2018 | GEN | 72165 | BERNARDS ACE HARDWARE | STATEMENT OF ACCOUNT | 930.000 | 463 | П | 15.99 |
| 12/12/2018 | GEN | 72188 | LOWELL LIGHT & POWER | ELECTRIC STATEMENTS | | | ** VOIDED ** | |
| 12/12/2018 | GEN | 72213 | TRACTOR SUPPLY CREDIT PLAN | ACCOUNT STATEMENT | 930.000 | 463 | | 96.6 |
| 12/12/2018 | GEN | 72217 | VISA | VISA STATEMENT | 880.000 | 740 | П | 18.90 |
| 12/13/2018 | GEN | 72224 | LOWELL LIGHT & POWER | ELECTRIC STATEMENTS | 920.000 | 463 | 1,23 | 1,231.79 |
| 01/03/2019 | GEN | 72288 | LOWELL LIGHT & POWER | STREET LIGHTS/ HANDBOOK | 920.000 | 463 | 21 | 214.87 |
| | | | | Total for fund 248 DOWNTOWN DEVELOPMENT | AUTHORITY | | 60,615.94 | 5.94 |

LOWELL DOWNTOWN DEVELOPMENT AUTHORITY



MEMORANDUM

DATE: January 9, 2018

TO: Downtown Development Authority Board of

Directors

FROM: Michael T. Burns, City Manager

RE: Decorative Fencing

Lowell Light and Power recently completed construction of a natural gas regulating station on the south side of their building located at 127 N. Broadway St. Resulting from this is the need to build a new fence surrounding it.

LL&P has already agreed to install a chain link privacy fence at the location for at their cost of \$8,470. For an additional \$5,330 a decorative fence can be placed at the site.

I have been discussing this with LL&P and I would suggest being in the downtown district that a decorative fence be installed rather than traditional chain link fencing. It was at then, when it was requested if the DDA would be interested in contributing the additional amount of \$5,330 for the decorative fence.

Those funds were not budgeted and per City purchasing policy, would require three quotes and approval in this case from the Downtown Development Authority. Funds are available in the current budget to do this as I don't anticipate utilizing the amount of funding as anticipated in the capital outlay for replacing the City signs.

Lowell Light and Power secured three quotes and the quote from Grand Rapids Fence Company was the lowest at a total cost of \$13,800.

I recommend the DDA pay the additional cost of the decorative fencing on the Lowell Light and Power property at a cost of \$5,530.

Mike Burns

From:

Steve Donkersloot <sdonkersloot@lowell-light.org>

Sent:

Thursday, December 06, 2018 2:33 PM

To:

Mike Burns

Cc:

Rich LaBombard; Ryan Teachworth

Subject:

Fence Options in DDA Around New Regulating Stand

Attachments:

1 Lowell Light & Power (Ryan) 127 N Broardway St 11-19-18 Emailed.pdf; # 2 Lowell Light & Power 127 N Broadway St 11-19-18 Emailed.pdf; Pictures for Lowell Light & Power 12-3-18.pdf; Lowell Light & Power November 2018.doc; LLP SAND.pdf;

LLP CL.pdf

Mike,

Attached are the quotes we received for the construction of a new fence around the natural gas regulating station on the south side of our office building. The following is a summary:

- 1. Chain-link privacy fence:
 - a. \$8,470 from Grand Rapids Fence Company
 - b. \$9,877 from Fence Consultants of West Michigan
 - c. \$11,004 from AAA Fence, LLC (quote shows \$8,250, but \$2,754 needed to be added for the privacy strips; see note in bottom right of quote)
- 2. Decorative vinyl fence:
 - a. \$13,800 from Grand Rapids Fence Company
 - b. \$19,983 from Fence Consultants of West Michigan
 - c. \$15,838 from AAA Fence, LLC

Attached are pictures of what a vinyl fence would look like vs. chain-link privacy fence. Both can be constructed in many different colors (doesn't have to be the tan or blue as shown in the example). LL&P is willing to pay \$8,470 (the cost for a chain-link fence (the previous fence construction) + the privacy portion (a new feature that wasn't there before)), which would allow for the construction of a chain-link privacy fence. For an additional \$5,330, the decorative fence (utilizing GR Fence Company) can be constructed. Is this something (the decorative fence) you/the DDA would like to see constructed in this area of town? If so: (1) Is the DDA willing to pay the additional \$5,330 for the decorative fence?; and (2) Do you have any thoughts or opinions about what color you would like the fence? If a vinyl decorative fence is the selected option, Ryan and I would like to talk about putting some bumpers on the parking spaces near the fence to ensure the front-ends of vehicles do not damage the fence in the future.

If you have any questions, please let me know. Ryan and I look forward to hearing your thoughts.

Thanks!

Steve

Steven L. Donkersloot General Manager Lowell Light and Power 127 N. Broadway St. Lowell, MI 49331 (616) 897-8402



GRAND RAPIDS FENCE COMPANY

1733 Century Ave. S.W. / Grand Rapids, WI 49503 South End 243-3604 / North End 361-2873

Date 11/18/2018

| Customer Nan | ne <u>Lowell Lie</u> | ght & | Power | Phone (H) O | 10-430-3330 | (An) <u>r</u> | techwor | th@lowe | 11-1 |
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GRAND RAPIDS FENCE COMPANY

1733 Century Ave. S.W. / Grand Rapids, IMI 49503 South End 243-3604 / North End 361-2873

Date 11/18/2018

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Grand Rapids

615 Eleventh St., NW Grand Rapids, MI 49504 PH 616-454-1911 Fax 616-233-0422



Holland

1176 Lincoln Ave. Holland, MI 49423 PH 616-392-3496 Fax 616-392-1346

November 14, 2018

To: Lowell Light & Power Ryan Teachworth

From: Tim Gruss/Fence Consultants

RE: 127 North Broadway Fencing

Option one

Please consider our proposal to supply labor and materials to install 185' of 8' aluminized chain link fence including one 4x8 and one 14' double drive gate, fence to include PDS privacy slats on the above jobsite.

\$ 9,877.00

Option two

Furnish and install 185' of 8' tall Superior White poly vinyl including one 14' Aluminum framed double drive gate and (2) 4' walk gates on the above jobsite.

\$19,983.00

Add if Tan color Wanted \$ 600.00

- 9 gauge aluminized chain link fence hung on ss40 framework 2 1/2 " line posts, 3" terminal posts 3" gate posts 1 5/8"O.D top rail, all posts set in concrete
- Includes Fence Slats
- Option 2 includes Digger Specialties Superior Poly vinyl
- No Clearing, Staking, Bonds, or Special Insurance, or Dewatering included in above price.

To proceed with work please sign and return

Because of unstable material prices, we can hold this quote for only 30 days. I regret any inconvenience.

Thank you for the opportunity to quote this work. If you have any questions, please feel free to call me at (616) 454-1911, or contact me by e-mail at tim@fenceconsultants.com.

AAA Fence, LLC 7985 Division Ave, SW Grand Rapids, MI 49548 Grand Rapids 616.245.3362 Holland 616.392.3333 Muskegon 231.780.0000 Fax 616.245.7334 www.aaafencellc.com

| NAME: Lowell Light & Pov | wer | | DATE: | 12/6/18 |
|--------------------------|--------|----|-------|---------|
| ADDRESS: 2552 Bowes | ú. | | | |
| CITY: Lowell | STATE: | MI | ZIP: | |
| TELEBRONE: 616 490 5936 | | | Rva | n |

Long After the Sweetness of Low price is Gone

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AAA Fence, LLC 7985 Division Ave, SW

Grand Rapids, MI 49548 Grand Rapids 616.245.3362 Holland 616.392.3333 Muskegon 231.780.0000 Fax 616.245.7334 www.aaafencellc.com

| NAME: Lowell Light 8 | Power | DATE: 12/6/18 | |
|----------------------|--------|---------------|--|
| ADDRESS: 2552 Bow | es | | |
| CITY: Lowell | STATE: | ZIP: | |
| TELEPHONE: 616.490.5 | 936 | Ryan | |

We accept

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